



CALTRANS HIGHWAY MECHANIC
SUPERVISOR
DEPARTMENTAL PROMOTIONAL
FINAL FILING DATE: JULY 19, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO MAY APPLY	COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.				
HOW TO APPLY	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE , personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION. <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-7511</td></tr></table> SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.	FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-7511
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.				
SALARY RANGE	\$4166 - \$4788				
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that qualifications appraisal interviews will be held during September/October 2007.				
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.				
MINIMUM QUALIFICATIONS	Either I Experience: One year experience as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I) in the California state service. Or II Experience: Five years' experience as a journeyperson mechanic. [Three years of the experience applied to this pattern must include: (a) two years' experience in the major repair and construction of gasoline- and diesel-powered highway maintenance and construction equipment experience, and (b) one year experience supervising the work of three or more journeyperson mechanics.] [Experience in the California state service applied toward this requirement must include one year experience as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I). Outside experience used to meet this requirement must be comparable in level to one year as a Caltrans Heavy Equipment Mechanic Leadworker (formerly Highway Mechanic Supervisor I) in the California state service.] (Thirty semester or the equivalent quarter units of college education in diesel technology, personnel management or a related field may be substituted for up to one year of the nonspecialized experience.)				
ADDITIONAL DESIRABLE QUALIFICATIONS	A valid Class A or Class B driver license.				
POSITION DESCRIPTION	Under general direction, incumbents typically are either (1) in charge of an equipment repair or fabrication operation or directly supervise skilled workers in the repair facility and in the field; or (2) serve as a staff assistant to a Highway Equipment Superintendent in the Headquarters operation responsible for the statewide coordination of a specific activity. Incumbents plan, assign and prioritize work within the limits of the resources available; maintain discipline; interact with the functional units to determine their service needs; ensure compliance with Biennial Inspection Terminals (BIT) Program, the Bureau of Automotive Repair's (BAR) Smog Programs and the Department's Preventive Maintenance (PM) Program; schedule preventive maintenance inspections of equipment; administer crane inspections; arrange for and act as contract administrator for various contracts pertaining to shop operations; monitor shop expenditures to assure they do not exceed allocations; compile estimates of cost and completion dates on proposed				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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EXAMINATION INFORMATION	repairs; maintain good working relationships with vendors; and do other related work.		
	This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.		
	QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%		
Scope:			
A. Knowledge of:			
1. Methods, materials, tools and equipment used in construction, assembly, overhaul, repair and adjustment of gas- and diesel-powered trucks, heavy construction and maintenance equipment.			
2. Laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as smog control and hazardous waste disposal.			
3. Computer systems and electronic data collection systems and programs adequate to be successful in learning the Equipment Management System (EMS).			
4. Requirements of air quality programs.			
5. Basic occupational safety and health regulations contained in Title 8 Industrial Relations, General Industry Safety Orders, and safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program, including requirements of the Personal Protective Equipment (PPE) Program, the Hearing Protection Program, the Hazardous Materials Communications Program, and the Respiratory Protection Policy.			
6. Industry preventive maintenance concepts.			
7. The Department's Preventive Maintenance (PM) Program.			
8. Training and development practices.			
9. The Heavy Equipment Mechanic Apprentice Program.			
10. Principles of effective supervision.			
11. Progressive discipline.			
12. Employee evaluation and probationary processes.			
13. The Department's Equal Employment Opportunity Program objectives.			
14. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.			
15. The supervisor's role in maintaining an effective injury and illness prevention program.			
16. The Department's labor relations program.			
B. Ability to:			
1. Determine the condition of highway equipment and estimate the time and cost of repairs.			
2. Establish realistic completion dates.			
3. Communicate effectively at a level required for successful job performance, including effectively communicating technical instructions and providing on-the-job training to skilled technicians and communicating effectively with the functional units, supervisors and the public.			
4. Prioritize and schedule work in cooperation with the functional units to best meet their needs.			
5. Analyze situations accurately and take effective action.			
6. Apply laws and regulations pertaining to the construction, operation and repair of highway construction and maintenance equipment, such as smog control, Biennial Inspection of Terminals and hazardous waste disposal.			
7. Use tact and good judgment in directing highway equipment construction, repair and maintenance.			
8. Access, retrieve and interpret data contained in the Equipment Management System (EMS).			
9. Interpret and apply the appropriate labor contracts.			
10. Effectively contribute to the Department's equal employment opportunity objectives.			
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Transportation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
CAREER CREDITS	Career credits are not granted in promotional examinations.		
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.		
GENERAL INFORMATION			
For an examination without a written feature, it is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-7511, three weeks after the final filing date if he/she has not received a progress notice.			
If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.			
Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.			
If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.			
The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.			
Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.			
Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.			
General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.			
For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.			
DEPARTMENT OF TRANSPORTATION Office of Examinations and Recruitment Services (MS 86) 1727 30th Street, 6th Floor Sacramento, CA 95816		RECORDED JOB LINE: OPEN AND PROMOTIONAL EXAMS: TDD:	1-800-995-6748 (916) 227-7856 (916) 227-7857